UNITED
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Secretariat

ST/IC/1995/48
9 August 1995

INFORMATION CIRCULAR

To: Staff members in the Professional and higher categories at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: SURVEY OF HOUSING AND DOMESTIC SERVICE COSTS IN NEW YORK FOR CALCULATION OF POST ADJUSTMENT

1. A survey of housing and domestic service costs borne by staff in New York will be conducted by the International Civil Service Commission (ICSC) as part of its normal operation to obtain statistical data for evaluating the post adjustment for New York. Data collected from the staff will be used to calculate housing weights and rental subsidy thresholds, and for comparisons of expenditures with other duty stations.

2. All staff members in grades P-1 to D-1 and L-1 to L-6 stationed in New York who hold either a permanent, probationary or fixed-term appointment of six months' duration or more are requested to complete a questionnaire which will be distributed by the Executive Offices. All staff members surveyed will be asked to furnish data on their dwellings and the costs for domestic service. The reference month of the survey is September 1995.

3. It is in each staff member's own interest to fill in the questionnaire as completely and precisely as possible to ensure the accuracy of the New York data. It should be emphasized that New York is the base of the entire post adjustment system and that the information provided will affect the post adjustment classification not only at Headquarters but also at all other locations.

4. All information provided will be treated as strictly confidential. To ensure privacy, staff members are not required to indicate their name on the questionnaire, which will be identified by a schedule number established for control purposes only.

5. Since the questionnaire is brief, it is hoped that it will be completed within a few days. The completed questionnaire should be returned to the

95-23597 (E) 140895 160895

Executive Office concerned in a SEALED envelope, marked "CONFIDENTIAL", by 30 September 1995. Any questions should be directed to the Cost-of-Living Division, ICSC, at extension 3-4335 or 3-2090.

6. As this exercise is central to evaluating the conditions of service of staff, their participation in this matter is important and is very much appreciated.

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Secretariat

ST/IC/1995/49
16 August 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE PROFESSIONAL CATEGORY AND ABOVE

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of ST/AI/390 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in July 1995.

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PLACEMENT AND PROMOTION

1 July to 31 July 1995

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
PROMOTION				
Chakravorty, Tarun	M	ESCWA	ESCWA	P-3
Chiang, Chia-Yin	F	UNCTAD	ECLAC	P-3
Kolomoyets, Andrey	M	OLA	OLA	P-3
Padova, Alberto	M	DESIPA	DESIPA	P-3
Abouchaer, Toufic	M	DAM/OCSS	DAM/OCSS	P-4
Adhami, Mohamed	M	DAM/OCSS	DAM/OCSS	P-4
Boventer, Gregor	M	DPA	DPA	P-4
Eppert, Frank	M	OLA	OLA	P-4
Karam, Judith	F	DPA	DPA	P-4
Klugman, Shari	F	UNOG	UNOG	P-4
Makhetha, Kabelo	F	UNCTAD	DPKO	P-4
Poliacof, Michele	F	DPA	DPA	P-4
Ratynski, Maureen	F	DPI	DPI	P-4
Ahuja, Melania	F	DAM/OCSS	DAM/OCSS	P-5
Ayme-Martin, Dominique	F	UNOG	UNOG	P-5
Caballe, Carmen	F	UNOG	UNOG	P-5
Doss, Magda	F	UNOG	UNOG	P-5
Francoli, Alfonso	M	UNOG	UNOG	P-5
Hashim, Mohamed Saad	M	DAM/OCSS	DAM/OCSS	P-5
Hua, Chuen-Hsiung	M	DAM/OCSS	DAM/OCSS	P-5
Huen, Fook-Fai	M	DAM/OCSS	DAM/OCSS	P-5
Kouznetsov, Vadim	M	DAM/OCSS	DAM/OCSS	P-5
Le Tiec, Marie Madeleine	F	DAM/OCSS	DAM/OCSS	P-5
Matthews, Jean	F	DAM/OCSS	DAM/OCSS	P-5
Pakhomov, Nikolai	M	DAM/OCSS	DAM/OCSS	P-5
Yeremenko, Alexandr	M	DAM/OCSS	DAM/OCSS	P-5
Bailey, Paulsen	M	UNDCP	UNDCP	D-1
Bensmail, Abdelkader	M	DPA	DPA	D-1

Name	Gender	Releasing Dept./Office	Receiving Dept./Office	Post level
TRANSFER				
Hinojal-Oyarbide, Arancha	F	DAM/OHRM	OLA	P-2
Warot, Eric	M	DAM/OCSS	DPA	P-3
Truffault, Denise	F	DAM/OCSS	UNOG	P-5
Wu, Jiashui	M	UNOG	UNOG	P-5

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Secretariat

ST/IC/1995/50
16 August 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: PLACEMENT AND PROMOTION LIST FOR STAFF IN THE GENERAL SERVICE AND RELATED CATEGORIES

1. The purpose of this information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of ST/AI/390 on placement and promotion, i.e. effective the first day of the month following approval by the Secretary-General or as soon thereafter as the post for which the staff member was selected becomes vacant.

4. The attached list includes placements and promotions approved in July 1995.

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PLACEMENT AND PROMOTION
1 July to 31 July 1995

Name	Gender	Releasing Dept/Office	Receiving Dept/Office	Post level
Promotion				
Garvey, Gary	M	DAM/OCSS	DAM/OCSS	TC-6
Abeyewardena, Michele	F	ICSC	ICSC	G-5
Diaz, Amanda	F	DPI	DPI	G-5
Gibbons, Michael	M	DAM/OCSS	DAM/OCSS	G-5
Robertson, Selwyn	M	DAM/OCSS	DAM/OCSS	G-5
Teperino, Janet	F	DAM/OCSS	DAM/OCSS	G-5
Syyap, Celia	F	DDSMS	DDSMS	G-6
Wiggins, Rita	F	DAM/OCSS	DAM/OCSS	G-6
Zewdineh, Sinidu*	F	DPCSD	DPCSD	G-7
Transfer				
Frangipani-Campino, Anna	F	DAM/IMIS	DAM	G-6

* To be effected under the transitional measures outlined in paragraph 14 of ST/IC/1993/66.

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Secretariat

ST/IC/1995/51
16 August 1995

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: (a) REVISED SALARY SCALE FOR STAFF IN THE TRADES AND CRAFTS CATEGORY AT HEADQUARTERS, AND RESULTS OF THE SALARY SURVEY CONDUCTED FOR THE SECURITY SERVICE CATEGORY*

(b) REVISED DEPENDENCY ALLOWANCES FOR STAFF IN THE GENERAL SERVICE, LANGUAGE TEACHER, PUBLIC INFORMATION ASSISTANT, TRADES AND CRAFTS, AND SECURITY SERVICE CATEGORIES AT HEADQUARTERS

1. In accordance with article 12 of its statute, the International Civil Service Commission (ICSC) undertook a comprehensive survey of the best prevailing conditions of employment in New York for the purpose of making recommendations to the Secretary-General on salary scales of staff in the Trades and Crafts and Security Service categories at Headquarters. The representatives of the administration and the staff actively participated in all aspects of the survey, including, inter alia, the selection of employers and jobs to be surveyed, and subsequent collection and analysis of data. The Commission completed its work at its July 1995 session and has made its recommendations.

2. I am pleased to announce that, after considering the recommendations of the Commission, as contained in the report of the July 1995 session, the Secretary-General has decided to promulgate a revised salary scale for staff in the Trades and Crafts category at Headquarters proposed by ICSC. The Secretary-General has further decided that this scale should be implemented with effect from 1 September 1994. The revised salary scale is annexed to this circular.

* Personnel Manual index No. 3124.

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3. The Commission concluded that the results of the survey for the Trades and Crafts category warranted a 1.4 per cent increase over current (1 September 1993) net salaries. Although the date of implementation should have been 1 January 1995 since salary data collected by the Commission related to that month, the Secretary-General has approved the salary scale with effect from 1 September 1994 in order to reflect the date on which a cost-of-living adjustment would have been implemented.

4. The analysis of the data collected for the Security Service category indicated that United Nations salaries are 4.3 per cent higher than those in the labour market. Thus, in accordance with established procedures the salary scale currently in effect remains unchanged. Survey data indicated, however, that the comparators retained will be adjusting their salaries early next year. Thus, the Commission approved the conduct of a mini-survey for this category of staff which will be implemented with effect from 1 January 1996. The survey is intended to capture the latest movement of salaries of the retained employers.

5. The procedures for effecting interim adjustments of the salary scale for the Trades and Crafts category continue to call for an adjustment in net salaries by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent over the level reached at the time of the previous revision, or every 12 months, whichever comes first.

6. The Commission has also recommended revised amounts of dependency allowances in the context of the 1995 surveys of best prevailing conditions of employment for staff in the General Service, Language Teacher, Trades and Crafts, and Security Service categories. The dependency allowances have been revised with effect from 1 January 1995 as follows:

		$
(a)	Dependent spouse allowance	3 038
(b)	Dependent child allowance	1 181
	Except for the first dependent child of a single, widowed or divorced staff member	3 038
(c)	Secondary dependant's allowance	1 181

7. The implementation of the revised salary scale for the Trades and Crafts category, and the revised amounts of dependency allowances for the General Service and related categories will be reflected in the payroll at the end of August 1995. Former staff members in the Trades and Crafts category who left the service of the United Nations between 1 September 1994 and 31 July 1995 will be eligible to receive the retroactive increases that have resulted from the implementation of the revised salaries upon presentation of a written claim to their former executive offices. Such claims must be made within one year of the date of issuance of this circular.

Annex

SALARY SCALE FOR STAFF IN THE TRADES AND CRAFTS CATEGORY AT HEADQUARTERS

(in United States dollars)

With effect from 1 September 1994

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	57 364	59 277	61 190	63 111	65 038	66 964	68 890
	(Gross pension)	56 411	58 292	60 179	62 066	63 953	65 840	67 727
	(Total net)	43 329	44 716	46 103	47 490	48 877	50 264	51 651
	(Net pension)	43 329	44 716	46 103	47 490	48 877	50 264	51 651
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	53 921	55 723	57 526	59 328	61 131	62 940	64 756
	(Gross pension)	53 037	54 803	56 569	58 342	61 120	61 898	63 677
	(Total net)	40 832	42 139	43 446	44 753	46 060	47 367	48 674
	(Net pension)	40 832	42 139	43 446	44 753	46 060	47 367	48 674
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	50 497	52 178	53 859	55 550	57 243	58 935	60 628
	(Gross pension)	49 660	51 318	52 976	54 634	56 292	57 954	59 624
	(Total net)	38 333	39 560	40 787	42 014	43 241	44 468	45 695
	(Net pension)	38 333	39 560	40 787	42 014	43 241	44 468	45 695
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	47 078	48 649	50 221	51 792	53 363	54 941	56 523
	(Gross pension)	46 300	47 840	49 387	50 937	52 487	54 037	55 587
	(Total net)	35 837	36 984	38 131	39 278	40 425	41 572	42 719
	(Net pension)	35 837	36 984	38 131	39 278	40 425	41 572	42 719
	(NPC)	0	0	0	0	0	0	0

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-4	(Gross)	43 680	45 132	46 588	48 049	49 511	50 973	52 434
	(Gross pension)	42 955	44 387	45 820	47 252	48 687	50 129	51 570
	(Total net)	33 345	34 412	35 479	36 546	37 613	38 680	39 747
	(Net pension)	33 345	34 412	35 479	36 546	37 613	38 680	39 747
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	40 287	41 630	42 973	44 316	45 659	47 008	48 360
	(Gross pension)	39 608	40 932	42 257	43 582	44 907	46 232	47 557
	(Total net)	30 851	31 838	32 825	33 812	34 799	35 786	36 773
	(Net pension)	30 851	31 838	32 825	33 812	34 799	35 786	36 773
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	36 903	38 129	39 363	40 597	41 831	43 065	44 299
	(Gross pension)	36 281	37 490	38 700	39 914	41 131	42 348	43 566
	(Total net)	28 358	29 265	30 172	31 079	31 986	32 893	33 800
	(Net pension)	28 358	29 265	30 172	31 079	31 986	32 893	33 800
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	33 518	34 635	35 753	36 870	37 988	39 113	40 238
	(Gross pension)	32 941	34 044	35 146	36 249	37 352	38 454	39 559
	(Total net)	25 853	26 680	27 507	28 334	29 161	29 988	30 815
	(Net pension)	25 853	26 680	27 507	28 334	29 161	29 988	30 815
	(NPC)	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and five years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix

SALARY SCALE FOR STAFF IN THE TRADES AND CRAFTS CATEGORY AT HEADQUARTERS a/

(in United States dollars)

	STEPS						
Level	I	II	III	IV	V	VI	VII*
TC-8 (Gross)	56 539	58 426	60 313	62 201	64 101	66 001	67 901
TC-7	53 148	54 921	56 701	58 480	60 259	62 039	63 831
TC-6	49 773	51 430	53 088	54 750	56 419	58 088	59 757
TC-5	46 400	47 951	49 501	51 052	52 603	54 154	55 716
TC-4	43 054	44 484	45 914	47 353	48 793	50 233	51 673
TC-3	39 707	41 031	42 355	43 679	45 003	46 329	47 662
TC-2	36 373	37 581	38 795	40 011	41 227	42 444	43 660
TC-1	33 035	34 139	35 243	36 347	37 451	38 559	39 671

a/ The revised gross pensionable salaries are lower than the gross salaries in effect as of 1 September 1993. Therefore, the above gross salaries are retained for purposes of computing pension contributions and benefits for staff members in service prior to 1 August 1995. However, for purposes of computing separation payments, the gross salaries in effect as of 1 September 1994 shall apply.

UNITED NATIONS

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Secretariat

ST/IC/1995/52
18 August 1995

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: FIRST DAY OF ISSUE: "FOURTH WORLD CONFERENCE ON WOMEN" STAMPS AND MAXIMUM CARDS

COMMEMORATIVE STAMPS

1. On Tuesday, 5 September 1995, the United Nations Postal Administration will issue a set of six stamps to commemorate the Fourth World Conference on Women which will be held from 4 to 15 September 1995 in Beijing, China. The stamps were designed by Ting Shao Kuang (China) and are his first stamps for the United Nations. The stamps will be issued in sheets of 25 stamps.

32 cents

40 cents

F.s. 0,60

F.s. 1,00

S 5.50

S 6.00

(United States equivalents - F.s. 0,60: 53 cents, F.s. 1,00: 88 cents, S 5.50: 57 cents and S 6.00: 63 cents - subject to exchange rate fluctuations.)

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MAXIMUM CARDS

3. The eleventh set of maximum cards will also be issued on 5 September 1995. Six different cards (one for each different stamp design) will be affixed with the appropriate single stamp and cancelled first day of issue relevant to the respective office.

4. The maximum cards cancelled United Nations New York are priced at 62 cents and 70 cents. The cancelled United Nations Geneva are priced at 82 cents and $1.17, while the cancelled United Nations Vienna are priced at 87 cents and 93 cents, subject to exchange rate fluctuations.

DEFINITIVE STAMP

5. The United Nations Postal Administration will also issue a 20-cent definitive stamp on 5 September 1995. This stamp was designed by John B. De Santis (U.S.A.).

20 cents

GENERAL INFORMATION

6. For the convenience of collectors, the United Nations Postal Administration at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the United Nations Postal Administration official first-day cachets ONLY.

7. Members of delegations and the staff may obtain the new stamps, maximum cards and first-day cancellations on Tuesday, 5 September, at the following locations:

(a) The United Nations Postal Administration sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.15 p.m.;

(b) Counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

7. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.

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Secretariat

ST/IC/1995/53
25 August 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: WORKING HOURS DURING THE FIFTIETH SESSION OF THE GENERAL ASSEMBLY*

1. Following the introduction of staggered working hours at Headquarters, every staff member is reminded that during the fiftieth session of the General Assembly the normal working hours per day will be eight and one-half from Tuesday, 19 September 1995, until the last day of the session of the General Assembly.

2. Heads of departments or offices may authorize staggered working hours in accordance with administrative instruction ST/AI/408, provided it will not interfere with the efficiency of the Organization. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the fiftieth session of the General Assembly, the working hours per day will be eight hours, until further notice.

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* Personnel Manual index No. 1230.

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UNITED NATIONS

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Secretariat

ST/IC/1995/54
25 August 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: WINDOWS 95 SOFTWARE

1. The United Nations Secretariat has become increasingly dependent on the availability of electronic mail and other local area network services, which depend on a standardized operating environment.

2. Currently, the standard mini-computer and PC operating systems in use at Headquarters are UNIX and DOS, including its graphical user interface, Microsoft Windows 3.1.

3. A new version of the Windows software (Windows 95) was released on 24 August 1995. However, because Windows 95 can, if used improperly, severely affect overall network performance, its use will not be sanctioned until it has been thoroughly researched and tested by the Electronic Services Division, which is responsible for the maintenance and proper functioning of the network.

4. At this time, unless expressly authorized by the Electronic Services Division, connection to the Headquarters network of computers running Windows 95 or any other non-standard operating system or environment is strictly prohibited. PCs found to be running such software will be disconnected immediately from the network.

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UNITED NATIONS **ST**

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ST/IC/1995/55
25 August 1995

INFORMATION CIRCULAR

To: Members of permanent and observer missions to the United Nations and members of the staff at Headquarters

From: The Assistant Secretary-General for Conference and Support Services

Subject: TEMPORARY CLOSURE OF THE NORTH DELEGATES' LOUNGE

The purpose of the present circular is to inform members of permanent and observer missions to the United Nations and members of the staff that the North Delegates' Lounge will be temporarily closed from Wednesday, 30 August, to Friday, 8 September 1995, while renovation and related maintenance work is undertaken in the area. During this period, the facilities of the South Delegates' Lounge will be available.

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Secretariat

ST/IC/1995/56
29 August 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: MONETARY LIMITATION APPLICABLE TO THE REMUNERATION OF ALL STAFF EMPLOYED AFTER THE AGE OF RETIREMENT

1. Administrative instruction ST/AI/213/Rev.1 sets out the guidelines for the employment of staff after the age of retirement. The purpose of the present circular is to inform management and staff that, while the provisions of the instruction remain in place, additional considerations must also be borne in mind to ensure compliance with General Assembly resolution 49/222 B, adopted on 20 July 1995.

2. Operative paragraph 5 of the resolution sets out the General Assembly's decision that,

> "pending consideration of the policy on the use of retirees during the fifty-first session of the General Assembly, no former staff member who is in receipt of a pension benefit from the United Nations Joint Staff Pension Fund shall receive from any United Nations funds more than 12,000 United States dollars in total in any calendar year."

3. In resolution 49/222 B, the General Assembly authorized an exceptional derogation from the decision quoted above for conference services during its fiftieth session. This exception was granted in the interest of maintaining the maximum effectiveness of conference services.

4. While considering resolution 49/222 B, Member States expressed deep concern at certain practices under which some retirees have been allowed to receive a series of short-term appointments interrupted by breaks in service. Such breaks may circumvent the provisions of article 21 (a) of the Regulations of the United Nations Joint Staff Pension Fund, whereby staff become participants in the Fund upon commencing employment under an appointment for six months or longer, or upon completing six months of service without an interruption of more than

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30 days. Heads of Departments and Offices are responsible to ensure that such practices do not occur.

5. Heads of Departments and Offices and their Executive or Administrative Officers will be accountable to ensure that the provisions of General Assembly resolution 49/222 B are fully respected and that they do not propose or take action, under authority delegated to them, that would contravene the letter and spirit of General Assembly resolution 49/222 B.